



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 60-04

OPENING DATE: 01 SEP 04

CLOSING DATE: Open Until Filled

TITLE, SERIES, AND SALARY

INTELLIGENCE SPECIALIST (POLYGRAPH)

GG-0132-13

\$62,905.00 - \$81,778.00 (Salary varies with location)

LOCATION: U.S. ARMY FIELD SUPPORT CENTER

SERVICE ACTIVITY OF JOINT FIELD SUPPORT CENTER

LOCATION: WORLDWIDE

AREA OF CONSIDERATION: OPEN ALL SOURCES

NOTE: This is a Military Intelligence Civilian Excepted Career Program (MICECP) position in the Excepted Service under the Defense Civilian Intelligence Personnel System (DCIPS). Applicants will be considered without discrimination for nonmerit reasons, such as race, color, religion, sex, marital status, or membership or nonmembership in employee organizations or nondisqualifying physical handicap. Veterans' preference will not be applied to internal applicants.

DUTIES: Serves as a Senior Polygraph Examiner. Conducts the most complex counterintelligence polygraph examinations, on military and civilian personnel of all grades assigned/detailed to the National Security Agency and/or other agencies. Prepares and evaluates polygraph investigative techniques and methods to be utilized during examination and prepares complete, concise investigative reports of all exams conducted. Conducts intelligence operational and specific issues suitability polygraph examinations on cleared personnel in sensitive positions or on those involved in specific Human Intelligence (HUMINT) or counterintelligence operations located worldwide.

QUALIFICATIONS REQUIRED: GG-13 – One year of specialized experience at least equivalent to the next lower grade level which is directly related to the position. **SPECIALIZED EXPERIENCE:** Progressively responsible professional experience, directly related to this position, in current, basic, or estimative intelligence research and analysis, intelligence operations, or intelligence management.

CONDITIONS OF EMPLOYMENT: 1. Must be able to obtain and maintain a TS/SCI security clearance with eligibility for SCI. 2. Must be able to obtain and maintain INSCOM certification as a Polygraph Examiner. 3. Must possess and retain a valid state driver's license. 4. Must be able to obtain and maintain U.S. Army Counterintelligence Badge and Credentials. 5. Must successfully pass a urinalysis screening. 6. TDY may constitute up to 50% of the time. 7. Must change military reserve or National Guard status to MICECP IMA. 8. Must have successfully completed a basic CI course or willing to complete this training at a time to be determined. 9. Must sign and comply with the provisions of a rotation agreement. 10. Must execute classified information Non-Disclosure Agreement. 11. Must be capable of fulfilling Theater Emergency Essential Civilian requirements. 12. Must have at least a 2/2 (Listening/Reading) foreign language proficiency. For applicants with no foreign language proficiency, a score of 96 or above on the DLAB is required, but may be waived.

APPLICATION PROCEDURES: APPLICANTS MUST READ AND FOLLOW APPLICATION PROCEDURES LISTED ON THE REVERSE OF THIS PAGE. APPLICATIONS THAT ARE NOT COMPLETE WILL NOT RECEIVE CONSIDERATION.

Selectee must meet all requirements of the program to include mobility, language & security requirements. Normal PCS cost will be allowed. Relocation expenses will not be paid. All applicants must submit an application packet containing: (1) job element KSA (knowledge's, skills, abilities) information: (2) narrative supervisory appraisal of each KSA which should include an adjectival rating; (3) current DLPT, DLAB or request to waive language requirement. (4) copies of last three annual performance appraisals.

APPLICATION PROCEDURES:

All applicants must apply through use of one of the following:

- * **SF-171** – Application for Federal Employment (This form will be accepted, but is not required. It does **REQUIRE** the applicant's signature.); **OR**
- * **OF 612** – Optional Application for Federal Employment (This form **REQUIRES** the applicant's signature); **OR**
- * **RESUME** – or other written format.

*If you apply using a resume or other written format or the OF 612 you **MUST** also submit the following:*

- * **OF 306** – Declaration for Federal Employment (This form **REQUIRES** the applicant's signature. The OF 306 is not required when using the SF-171.)

*In addition, the following items **MUST** be submitted by all applicants unless otherwise noted:*

- * **Supervisory Appraisal of the Ranking Elements (Knowledge's, Skills, Abilities – KSA's)**. This requires submission of Page 3 of this Vacancy Announcement
- * **Ranking Elements Supplemental Statement (KSA's)**. Applicants must address these elements as they relate to their experience. This is done on separate sheets of paper.
- * **Latest Three (3) Annual Performance Appraisals** (Current Civilian Federal Employees only).
- * **SF-50B** – Notification of Personnel Action (Current Civilian Federal Employees only).
- * **DD-214** – Certificate of Release or Discharge from Active Duty (As Applicable).
- * **Current DLPT, DLAB or a request to waive the language requirement.**

*Applications, regardless of format, **MUST** contain the following information:*

JOB INFORMATION

- * Vacancy announcement number, title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

- * Full name, mailing address (including ZIP code) and day and evening phone numbers and area codes.
- * Social Security Number.
- * Country of citizenship.
- * Veteran's preference.
- * Highest Federal civilian position held to include job title, series, grade, dates in position and whether the position was permanent or temporary.

EDUCATIONAL INFORMATION

- * Name, city, state and ZIP code of colleges or universities attended.
- * Include major, type and year of any degrees received, total credits earned and indicate whether semester or quarter hours.

EMPLOYMENT INFORMATION

- * Provide job title (series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, and salary. Provide this information both paid and unpaid work experience related to the job for which you are applying. Indicate if we may contact your current supervisor. Provide this information both paid and unpaid work experience related to the job for which you are applying.

Applicants must meet all qualification requirements within 30 days of the closing date of this announcement. Applications submitted in postage-paid Government envelopes will not be considered. Incomplete applications will not be considered.

RANKING ELEMENTS: Knowledge, Skills, Abilities (KSA's) Applicants must address the elements listed within this announcement on a separate sheet of paper.

Supervisory appraisal must be completed by a current or former supervisor, or a knowledgeable senior. Frank appraisal of the capabilities of the individual applying for this position will assist in identifying highly qualified individuals. Brief statements in the "Remarks" section in support of the rating would be most helpful to our evaluation panels. In accordance with the Privacy Act of 1974, we are required to provide applicants, upon their request, any record of production and/or any supervisory appraisal of past performance which was used or which may be used in considering them for appointment.

NOTE: S = Superior; V = Very Good; A = Acceptable; U = Unacceptable

KSAs

S V A U REMARKS:

1. Knowledge of legal principles, ethical, standards and current scientifically tested polygraph techniques.					
2. Knowledge and ability to conduct advanced level interviewing/interrogations as required by complex situations/investigations.					
3. Ability to exercise independent judgment to assess results and make on-the-spot decisions designed to meet requirements of individual cases.					
4. Ability to communicate effectively orally and in writing.					

Indicate your relationship to the applicant _____ First Level Supervisor _____ Second Level Supervisor
_____ Other (Knowledgeable Senior) _____ Supervisor Signature

Submit SF 171, Latest three performance appraisal
SF50 and DD Form 214 (As Applicable) Postmarked by
the closing date of this announcement.

Send Application Package To:

Distribution: X(d), 30-IASV-P-CR (5905)

COMMANDER
ATTN JFSC4
JOINT FIELD SUPPORT CENTER
375 CHAMBERLIN AVE
FORT MEADE MD 20755-5900

United States
OFFICE OF PERSONNEL MANAGEMENT

Form Approved
OMB No. 50-RO-616

BACKGROUND SURVEY QUESTIONNAIRE 79-2

GENERAL INSTRUCTIONS

The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Name (Last, First, MI)

ANNOUNCEMENT NUMBER OR POSITION FOR WHICH YOU ARE APPLYING

DATE (MONTH, DAY, YEAR)

1. Social Security Number

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(CC 1-9)

2. Year of Birth

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(CC 10-11)

3. How did you learn about the particular position or exam for which you are applying?
(You may select up to three choices.)

- 01 - Private Information Service
- 02 - Magazine
- 03 - Newspaper
- 04 - Radio
- 05 - TV
- 06 - Poster
- 07 - Private Employment Office
- 08 - State Employment Office (Unemployment Office)
- 09 - Agency Personnel Dept. (Bulletin Board of Other Announcement)

- 10 - Agency or other Federal Government Recruitment at School or College
- 11 - Federal, State or Local Job Information Center
- 12 - Religious organization
- 13 - School or College Counselor or other official
- 14 - Friend or Relative Working for Agency
- 15 - Friend or Relative not Working for Agency
- 16 - Other (Specify)

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(CC 13-14)

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(CC 15-16)

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(CC 17-18)

4. Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race

- 1 - American Indian or Alaskan Native
- 2 - Asian or Pacific Islander
- 3 - Black 4 - White 5 - Other

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(CC 19)

(Specify)

B. Sex

- 1 - Male
- 2 - Female

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(CC 20)

C. Ethnicity

- 1 - Hispanic Origin
- 2 - Not of Hispanic Origin

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(CC 21)

FOR AGENCY USE ONLY

Date Received (Mo, Day, Yr)

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(CC 22-27)

Occupational
Supplement Code

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(CC 28-31)

Occupational
Series Code

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(CC 32-36)

Agency Code

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(CC 37-40)

Location

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(CC 41-44)